

Job title: **Online Events Associate**

SBK Healthcare Events

Location: Kings Hill, Kent ME19

Job Type: Permanent, Full time

Are you a team player who is well presented, professional and confident?

Are you an articulate, dynamic and a goal orientated graduate?

Are you looking for a diverse and challenging career in a fast paced commercial environment?

This is a unique chance for you to work in a small, thriving office and progress your events business understanding. If you are outgoing and creative, focused and hardworking, then this job could be for you.

SBK Healthcare is a small business which provides online forums, workshops and webinars for different segments of the public sector, although mainly the NHS. We work by researching and producing our own events which are marketed to the potential audience, and they then book directly with us to attend on the day. Our business thrives on having excellent customer service. See further information on what we do at www.sbk-healthcare.com.

Key qualities

- **Confident communicator with excellent interpersonal skills** - you will be dealing with a variety of people both online and on the phone
- **Proven research skills and commercial acumen** - you will be gathering information from research contacts and developing your knowledge, gaining and understanding of your market and how to shape your event
- **Writing copy, agendas and emails** – you will need to have a keen eye for detail and be able to create engaging content
- **Team worker** – with a methodical, ‘can-do’ approach and the ability to juggle, taking an organised approach to multiple deadlines
- **Social media savvy and technologically minded** – robust keyboard skills and ability to learn new systems and techniques and to apply your skills under pressure

Key aspects of the job

- Production and management of your own webinars and online workshops
- Creating and delivering free webinars
- Editing, re-launching and acquiring speakers for reoccurring events
- Speaker and delegate care, correspondence and online practice sessions
- Hosting and being the face of webinars and online workshops
- Operations support for online forums
- Website management, adding, amending and proofing events

No previous event experience is required but candidates must have strong written and spoken communication skills, a keen eye for quality and attention to detail. Some commercial work experience and interest in business, along with a confident and ambitious approach is a definite requirement, as is the ability to work independently and to tight deadlines.

If you are successful in your application, you will gain the knowledge and develop your skills to enable you to fulfil the different demands of event production and operations in this exciting industry.

Email hope.frost@sbk-healthcare.co.uk and lilli.edmonds@sbk-healthcare.co.uk with your CV and a covering letter to say **1) Why you would like the job 2) Why you think you would be suitable for the role** Applicants without a covering letter will not be considered.